

[< Back to Results](#)

Overview (Top of Page)

Duties (duties)

Qualifications & Evaluations (qualifications)

Benefits & Other Info (benefits)

How to Apply (how to apply 2)



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Job Title: Information Technology Specialist (Internet)

Agency: Environmental Protection Agency

Job Announcement Number: LV-R9-MP-2016-0003

SALARY RANGE:

\$83,098.00 to \$108,034.00 / Per Year

OPEN PERIOD:

Monday, November 9, 2015 to Monday, November 23, 2015

SERIES & GRADE:

GS-2210-12

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

12

DUTY LOCATIONS:

1 vacancy in the following location:

San Francisco, CA [View Map](#)**WHO MAY APPLY:**

-Current federal employees with competitive status; reinstatement eligibles; and candidates applying under the EPA Career Transition Assistance Program or the Interagency Career Transition Assistance Program.

-Veterans who are preference eligibles or who have been separated from the armed services under honorable conditions after 3-years or more of continuous active service.

-Applicants eligible for non-competitive appointment.

-Public Health Service Officers.

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

No

JOB SUMMARY:About the Agency (<http://www.epa.gov>)

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career—we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities.

This position is located in Region 9, Office of Public Affairs, Web & Internal Communications, located in San Francisco, CA.

For more information on this office, visit their website: <http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest> (<http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>)

TRAVEL REQUIRED

- Occasional Travel
- Overnight travel per month 1-5 days.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.

- You must submit resume and required documents (See How to Apply)
- Position has portable work and selectee may be eligible to telework.
- You must be a U.S. citizen.

DUTIES:[Back to top \(Top of Page\)](#)

You will:

Use content management systems and other Web authoring and database tools to publish information to the Internet;

Manage Internet server file systems and maintain and analyze use data and trends;

Collaborate with counterparts across Agency on Web systems, standards and architecture;

Analyze and organize information for presentation to a public audience in consultation with subject matter experts and Web editors;

Develop, customize and maintain Web applications;

Troubleshoot complex problems; and

Provide support to minimize interruptions in customers' ability to carry out critical business activities.

QUALIFICATIONS REQUIRED:[Back to top \(Top of Page\)](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-12 level, your resume must reflect one year of full time experience designing, managing and organizing websites and their content, and communicating with customers to resolve Web-related issues.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Ability to conduct analyses of complex issues and develop, evaluate and/or recommend adoption of new or enhanced methods, approaches, and procedures; knowledge of internet, applications software and customer support in order to provide guidance in determining the most appropriate methods for delivering information via the internet; to create internet applications that enhance user-developed content; and, to meet business and technical requirements; ability to provide oversight of Web content structures, collaborating with regional Web Team, program staff and HQ counterparts in developing and maintaining Web content using content management systems and other tools; ability to collaborate with counterparts across the organization on Web systems, standards and architecture; skill in analyzing and organizing information for presentation to

a public audience in consultation with subject matter experts and Web editors; and, knowledge of and skill in oral and written communication techniques to prepare and present reports and recommendations, and represent the organization in interactions with other organizations.

You must have IT-related experience demonstrating each of the four competencies listed below.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

This position is designated as High Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your

responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please click here (<https://jobs.mgsapps.monster.com/epa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=59610>).

BENEFITS:

[Back to top \(Top of Page\)](#)

You can review our benefits at: https://help.usajobs.gov/index.php/Pay_and_Benefits
(https://help.usajobs.gov/index.php/Pay_and_Benefits)

Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees. To find out more visit Benefits (<http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>). To learn more about us, visit Life and Careers at EPA (<http://www.epa.gov/careers/>).

OTHER INFORMATION:

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm
(http://epa.gov/ohr/ezhire/vacancy_requirements.htm).

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/evapr.html> (EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/evapr.html>)

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you have part-time work experience, read this: (<http://www.epa.gov/careers/evapr.html>)
(<http://www.epa.gov/careers/evapr.html>)

If you are selected, travel, transportation, and relocation expenses will NOT be paid by EPA.

Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:[Back to top \(Top of Page\)](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:


Documents to be submitted on-line:


- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. For each period of employment you must include the dates employed, work schedule (full time/part time) and duties performed. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire
- Displaced Federal employees under CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.


If you want to know more about submitting documentation to our office, visit EPA's web site: http://epa.gov/ohr/ezhire/vacancy_requirements.htm (http://epa.gov/ohr/ezhire/vacancy_requirements.htm)

AGENCY CONTACT INFO:

Tamara Gummer

Phone: 702-798-2401 

Fax: 702-798-2433 

TDD: 702-798-2421 

Email: TeamVegas@epa.gov

Agency Information:

Environmental Protection Agency

US Environmental Protection Agency


Human Resources Management Division

4220 S. Maryland Parkway, Building A, Suite 100

Las Vegas, NV

89119-7528

US

Fax: 702-798-2433 

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

[< Back to Results](#)

[Back to top \(Top of Page\)](#)

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[FOIA \(http://www.opm.gov/efoia/\)](http://www.opm.gov/efoia/)

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[USA.gov \(http://www.usa.gov/\)](http://www.usa.gov/)

This is a United States Office of Personnel Management (<http://www.opm.gov/>) website.

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.